

MINUTES OF
REGULAR MEETING
VARNER CREEK UTILITY DISTRICT

October 16, 2013

STATE OF TEXAS :

COUNTY OF BRAZORIA :

The Board of Directors of Varner Creek Utility District of Brazoria County, Texas convened in regular session, open to the public in the Board Room at the Columbia Lakes Clubhouse, West Columbia, Texas within the boundaries of the District on the 16th day of October, at 9 a.m. and the roll was called of the duly constituted officers and members of the Board, to-wit:

Ray D. Sauer	President
Gene Pell	Vice-President / Financial Director
James Gillenwaters	Secretary-Treasurer
Wayne Pollard	Asst. Secretary-Treasurer
Allan Sassin	Director

Also present were the following: Debra Lanehart, 1st Capital Business Services; Denise Kemp, City of West Columbia; Morris Ryder, Ryder & Co.; Mike Darlow, Perdue, Fielder Collins & Mott LLP; Pat Rentschler, CLHOA; Debbie Pierce, CL Realty; Clark Lord, Bracewell & Guillani; and Becky Carroll. All members were present, thus constituting a quorum.

A. TRUST PROPERTY: None

- B. Mike Darlow of Perdue, Brandon, Fielder Collins & Mott LLP presented information to the Board about a pending offer on the Columbia-Brazoria ISD Trust properties. The offer is for approximately 120 lots. There will be a meeting of the committee that over sees the trust property bids at 2:00 pm on October 22 to review the bid. If the committee approves the bid, it will be forwarded to all of the taxing entities for consideration.

C. STANDBY, WATER AND SEWER BILLING AND COLLECTIONS REPORT

1. Debra Lanehart reported the collections for standby in September totaled \$3,356.00.

Director Gillenwaters made the motion to accept the standby collection report. Director Sassin seconded the motion and the vote was unanimous.

2. Denise Kemp presented the water and sewer billing and collections report.

Accountability for the month was 80% for read dates 8/24-9/24/13. Total pumping reported by Ryder & Co. was 5,093,000 and consumption totaled 4,123,500.

The cut-off list was presented; cut-off for delinquent accounts is scheduled for October 28, 2013.

Director Gillenwater made a motion to approve the cut-off list, seconded by Director Pollard, and the vote was unanimous.

Director Gillenwaters made a motion to accept the water and sewer reports, seconded by Director Pollard, and the vote was unanimous.

3. Debra Lanehart reported to the Board that the letter was sent to Rick Moore and Tarantino Management, but no response has been received as of the meeting time.

D. ADMINISTRATOR REPORT

1. Debra Lanehart, District Administrator, presented her report reviewing account monies, transfers and balances in the District's Operating, Capital Projects, and Debt Service accounts.

Motion made by Director Pell to accept the cash report as given, seconded by Director Gillenwaters, unanimous approval.

2. Certified Tax Assessor report for September 2013 was presented. Current year collections for the month were \$847.98 and delinquent collections for the month were \$1,668.13.

Motion to accept the Tax Assessor report made by Director Gillenwaters, seconded by Director Pollard and the vote was unanimous

3. Debra Lanehart presented the Board with a 9-month Budget Performance to help.

D. ADMINISTRATOR REPORT CONT.

prepare for the end of year Budget Workshop

4. Debra Lanehart presented an Analysis of Sewer Charges for the 12-month City of West Columbia fiscal period. The report indicates that as of the end of September the District has an overpayment of \$16,725.00.

E. MINUTES

Director Pell made the motion to accept the minutes as presented for the September 18th regular meeting. Director Pollard seconded the motion and the vote was unanimous.

F. SECURITY REPORT:

Nothing to report.

G. OPERATOR'S REPORT

1. Bacteriological samples were good.
2. Repaired leaks on the following streets: Edgewater, Freeman, Sunset Oaks and Lake Forrest
4. Mowed pump stations.
5. Mowed Levee.
6. Chopped cane and brush on levee
7. Plant grass on leak areas.
8. Flush hydrants and clean storm drains
9. Camera sewer line #17 Inverness

Mr. Ryder reported that Well #1 might need to be pulled and cleaned. He will report to the Board next month the cost of the project

Director Pell made the motion to accept the Operators report. Director Gillenwaters seconded the motion and the vote was unanimous.

H. ENGINEER'S REPORT

None

I. LEGAL

1. Deeds: Clark Lord reported that he had been in contact with the Title Company and would be meeting them tomorrow. (October17, 2013)

J. PAYMENT OF BILLS

The Administrator distributed the list of bills to be paid with \$70,470.14 from the Operating Fund. .

Director Pell made a motion to approve the bills for payment, seconded by Director Pollard, and the vote was unanimous.

K. APPOINT NEW DIRECTOR.

Director Sauer presented the Board with his Letter of Resignation. The Board accepted his letter.

Director Gillenwater made a motion to appoint Becky Carroll to serve out the remaining time on Director Sauer's term. Director Pollard seconded the motion and the vote was unanimous. The Board will swear in Mrs. Carroll at the next meeting and reorganize the Board at that time.

There being no other business to come before the Board, Director Sassin made a motion to adjourn, seconded by Director Pell, and the vote was unanimous.

(SEAL)

Debra Lanehart
District Administrator